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EREC

U.S. ARMY ENLISTED RECORDS
AND EVALUATION CENTER

INFORMATION BROCHURE

D101.2:

PCRE-ZA

21 Sep 88

PREFACE

The U.S. Army Enlisted Records and Evaluation Center (EREC) is a subordinate command of the U.S. Total Army Personnel Agency (TAPA) in Alexandria, Virginia. EREC is under the operational control of the Director, Personnel Service Support Directorate, TAPA.

The mission of EREC is to serve as the custodian of the Official Military Personnel File (OMPF) for all active duty enlisted soldiers and to act as a source of management information related to the OMPF. EREC is also responsible for providing personnel service support to individuals, commanders, personnel service companies, major Army commands, and Headquarters, Department of the Army in support of Army readiness.

The key functions EREC performs in support of its mission are shown below:

a. Initiate and maintain the Official Military Personnel File for active duty enlisted soldiers.

b. Manage the NCO Evaluation System and Appeals Program.

c. Operate the Worldwide Locator System.

d. Operate the Deserter Information Point.

e. Process personnel actions to correct, verify, and disseminate information in the OMPF.

f. Conduct Department of the Army Centralized Enlisted Selection Boards for promotions, schooling, and qualitative management.

The information contained in this brochure is provided to highlight subjects of mutual interest. We hope it will prove useful to you as we work together to support our soldiers and commanders.

If you have any questions, or if we can be of any assistance, please contact the individual whose name and telephone number appears at the bottom of each information paper.

TE-ATA R. HERY
Colonel, AG
Commanding

U.S. ARMY ENLISTED RECORDS AND EVALUATION CENTER

INFORMATION BROCHURE 1988

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SECTION I. DA Selection Boards

INFORMATION PAPER

SUBJECT: Communications to the President of a DA Selection Board

ISSUE. AR 600-200, paragraph 7-38c, briefly outlines communications from soldiers in an announced zone of consideration to the President of a selection board. The DA Secretariat cannot provide communications to the President that fail to comply with the stated guidance.

DISCUSSION.

1. Soldiers within an announced primary or secondary zone may write the President of a DA selection board inviting attention to any matter considered important in his/her records. The soldier must personally sign the memorandum, must address it to the President of the DA selection board at the address given in the zone announcement message, and must ensure that it arrives at EREC not later than 10 days prior to the convening date of the board. The soldier must also include his/her name, grade, SSN, and organization in the signature block. Current board schedule is as follows:

CY88 SFC/ANCOC	12 Oct - 18 Nov 88
CY89 CSM/SGM	23 Feb - 17 Mar 89
CY89 USASMA	11 Apr - 28 Apr 89
CY89 MSG	11 Jul - 4 Aug 89
CY89 SFC/ANCOC	11 Oct - 17 Nov 89

2. Soldiers who desire to write to the President of a selection board should first read the Letter of Instruction (LOI) for the respective board of the previous year. DA publishes the LOI with the Recommended List, Considered List, and statistical profile. The LOI provides valuable insight into board guidance and selection procedures.

3. Listed below are some recurring problems concerning communications to a Board President.

a. Written communications, with or without enclosures, addressed to a Board President are privileged communications filed with the board proceedings. EREC will <u>not</u> update the OMPF after board adjournment with these memorandums (and enclosures).

b. Many soldiers request the Board President answer their correspondence. Individuals may include a self-addressed DA Form 209 and EREC will acknowledge receipt; however, the huge workload involved does not permit the President to provide individual responses.

c. Third parties, including a soldier's chain of command or supervisor, cannot address correspondence to the President of a board. EREC will remove third-party communications (e.g., letters of recommendation) attached as enclosures to soldiers' correspondence to the President of a board.

d. EREC screens all enclosures to individual letters and removes unauthorized documents. Documents not referred to boards include copies of EER and Individual Soldier Reports (ISR).

e. Individuals should not attach copies of detailed requests for removal of an Article 15 or appeal of an EER to their memorandum to the President. The document in question remains in the OMPF until the proper authority adjudicates the request and directs removal from the OMPF. In these instances, EREC separates copies of requests for removal of an Article 15 or an EER appeal, together with supporting documents, from the memorandum and does not refer the documents to the Board President.

f. Soldiers in the zone of consideration sent 2,755 memorandums to the President of the CY87 SFC/ANCOC Selection Board. The board did not see 894 of them because the soldiers mailed them too late, did not sign them, or did not address them to the President of the board.

g. A communication to a DA Selection Board President is also an opportunity for the board to observe first-hand just how well an individual expresses himself/herself in writing. It provides insight into how well a soldier organizes and presents his/her thoughts. Correspondence should be brief and to the point, grammatically correct, typed, and as neat and error free as possible.

4. The following is a guide on preparing communications to the President of a promotion/selection board.

DO	DO NOT
•Be brief, concise, factual	•Address information already in the record (OMPF or DA Forms 2A and 2-1)
•Use memorandum format(AR 340-15)	•Use as an avenue to express grievances or justify past misconduct
•Write it carefully (grammar, punctuation, spelling, etc.)	•Boast about yourself
•Include information not on the OMPF (P-fiche)	•Enclose extraneous materials

SFC Strauser/AUTOVON 699-3691

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21 Sep 88

INFORMATION PAPER

SUBJECT: Receipt of Documents for DA Enlisted Selection Boards

ISSUE. Inaccurate data elements contained in Personnel Qualification Records (PQR) received for centralized selection boards.

DISCUSSION

1. Command and PSC emphasis on timely and accurate submission of required documents to DA enlisted selection boards resulted in a high percentage of documents being available for review by the boards. Selection board members greatly appreciate the effort and success to date.

2. One additional area of concern requires command and PSC emphasis in order to achieve even greater availability of accurate information. This area is the "critical data elements" used for verification of promotion consideration eligibility. A survey of the 52,482 PQR submitted for the CY87 SFC/ANCOC Selection Board revealed a number of PQR with data recorded which did not agree with the EMF, with a subsequent determination that the EMF was in error. A statistical recap of these discrepancies follows:

Data Elements	Number of Errors
DOR	234
PMOS	279
Mil/Civ Ed	478/64
Reenl Elig Code	117
Name	284
Race	112
BASD	135
DOB	64
Ethnic Code	81
TOTAL	1,848

3. When reviewing the PQR, soldiers verify the accuracy of the following data elements: Name, SSN, grade, DOR, PMOS, SMOS, military/civilian education codes, race, DOB, ethnic group, BASD, BESD, and reenlistment eligibility/ineligibility codes. If changes are made by the soldier, PSC must then enter the appropriate SIDPERS transactions to ensure accuracy of the EMF.

SFC Strauser/AUTOVON 699-3691

PCRE-BA
21 Sep 88

INFORMATION PAPER

SUBJECT: Document Availability (Photograph, EER, and PQR)

ISSUE. Soldiers and PSC must submit documents for centralized selection board review. Missing documents hamper the selection process and may reduce a soldier's chance of selection.

DISCUSSION.

1. Enlisted selection boards convening at EREC have available, on the average, 95 percent of the photos, 97 percent of the EER, and 92 percent of the PQR for board review. Document availability by MACOM for the CY87 SFC/ANCOC Selection Board is at page 6.

2. EREC provides PSC with a by-name listing of all soldiers in an announced zone of consideration shortly after the board proponent releases the DA zone announcement message (approximately 120 days before the board convenes). There are two follow-up by-name requests for missing soldier-verified PQR, EER, and photos prior to the convening of a board.

3. Once EREC identifies an individual as eligible for consideration, the servicing PSC must submit a PQR on the soldier. The only exceptions are when the soldier has an approved retirement, has been separated, has been reduced in grade, or eligibility data (i.e., DOR, BASD, grade) is inaccurate. In such instances, the PSC must forward a message explaining why the soldier is no longer eligible for consideration. Consequently, except for the above reasons, each PSC must submit PQR for all soldiers within the zone of consideration, even those who are in a "Nonpromotable Status" or "Ineligible for Promotion Consideration." The board reviews all soldiers in the zone of consideration, whether considered for promotion or not, for a DA Bar to Reenlistment under the Qualitative Management Program.

4. EREC continues to receive PQR that are of poor quality or are missing soldier verification. Those of poor quality complicate eligibility verification and slow the board process. Voting members may view unverified or missing PQR as apathy on the part of the soldier. Although training requirements and geographical separation from the PSC may make PQR verification inconvenient, every PSC must continue to provide selection boards with properly verified PQR. Commanders must continue to place emphasis on this requirement. If the soldier is not available to verify his/her PQR, the personnel officer should verify and forward it for board review.

SFC Strauser/AUTOVON 699-3691

DOCUMENT AVAILABILITY
CY87 SFC/ANCOC SELECTION BOARD

MACOM	ZONE	# W/O PHOTO (%)	# LATE EER (%)	# W/O PQR (%)
AMC	1179	60 (5.1)	27 (2.3)	21 (1.8)
FORSCOM	19755	1400 (7.1)	1219 (6.2)	432 (2.2)
TRADOC	11461	512 (4.5)	328 (2.9)	241 (2.1)
USAREUR	14002	1162 (8.3)	634 (4.5)	470 (3.4)
8TH ARMY	2277	170 (7.5)	118 (5.2)	121 (5.3)
USARJ	210	4 (1.9)	13 (6.2)	3 (1.4)
WESTCOM	1207	65 (5.4)	49 (4.1)	1 (0.1)
HSC	510	14 (2.7)	30 (5.9)	8 (1.6)
INSCOM	118	15 (12.7)	7 (5.9)	0 (0.0)
OTHER	2880	346 (12.0)	126 (4.4)	87 (3.0)
TOTAL	53599	3748 (7.0)	2551 (4.8)	1384 (2.6)

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INFORMATION PAPER

SUBJECT: Why Should I Keep Trying?

ISSUE. Many outstanding NCO are not selected for promotion their first time in the zone of consideration due to strength imbalances. NCO should continue to strive for promotion because the opportunity for selection remains each year an NCO is in the zone of consideration.

DISCUSSION.

1. Each time DA releases a selection list, many soldiers immediately raise questions. NCO wonder why they were not promoted, what their chances are for future promotions, and what they can do to improve their chances for selection. The results of the last Sergeant First Class Selection Board held 14 October 1987 through 13 November 1987, page 9, shows that the board selected 7,843 for promotion, with 6,651 selected from the primary zone. While 3,003 were selected their first time in the primary zone, 3,648 had been previously considered -- some as many as seven times.

2. Two important factors that affect the selection process are the needs of the Army and NCO qualifications.

a. The needs of the Army change from year to year as new equipment enters the Army's inventory and force modernization requires changes to the force structure. Implementation of new concepts (the light infantry division, for example) or budgetary limitations also impact on future authorizations. The number of projected vacancies at the next higher grade, in each MOS, determines the target for selection. ODCSPER calculates a select objective for each MOS and provides it to each selection board. If the Army's needs increase in an MOS, the chances for promotion increase. Similarly, if the Army's need drops, the chances for promotion in that MOS diminish.

b. The qualifications of the NCO can improve each year the NCO is in the zone of consideration. For instance, as the NCO does well in tough leadership positions, or scores high on the SQT, or completes additional military or civilian education, the chance of selection for promotion improves.

3. Although individual NCO can do little to change the select objective, they may improve their own chance for selection by:

a. Reviewing their OMPF on an annual basis to ensure all authorized documents are present and that someone else's documents are <u>not</u> present.

b. Transferring old Articles 15 from the performance fiche to the restricted fiche IAW AR 27-10.

c. Keeping a current, quality photograph on file.

d. Keeping physically fit.

e. Improving SQT scores.

f. Reclassification to a shortage MOS.

g. Seeking and completing military education (SMA, ANCOC, BNCOC, PLDC, correspondence courses).

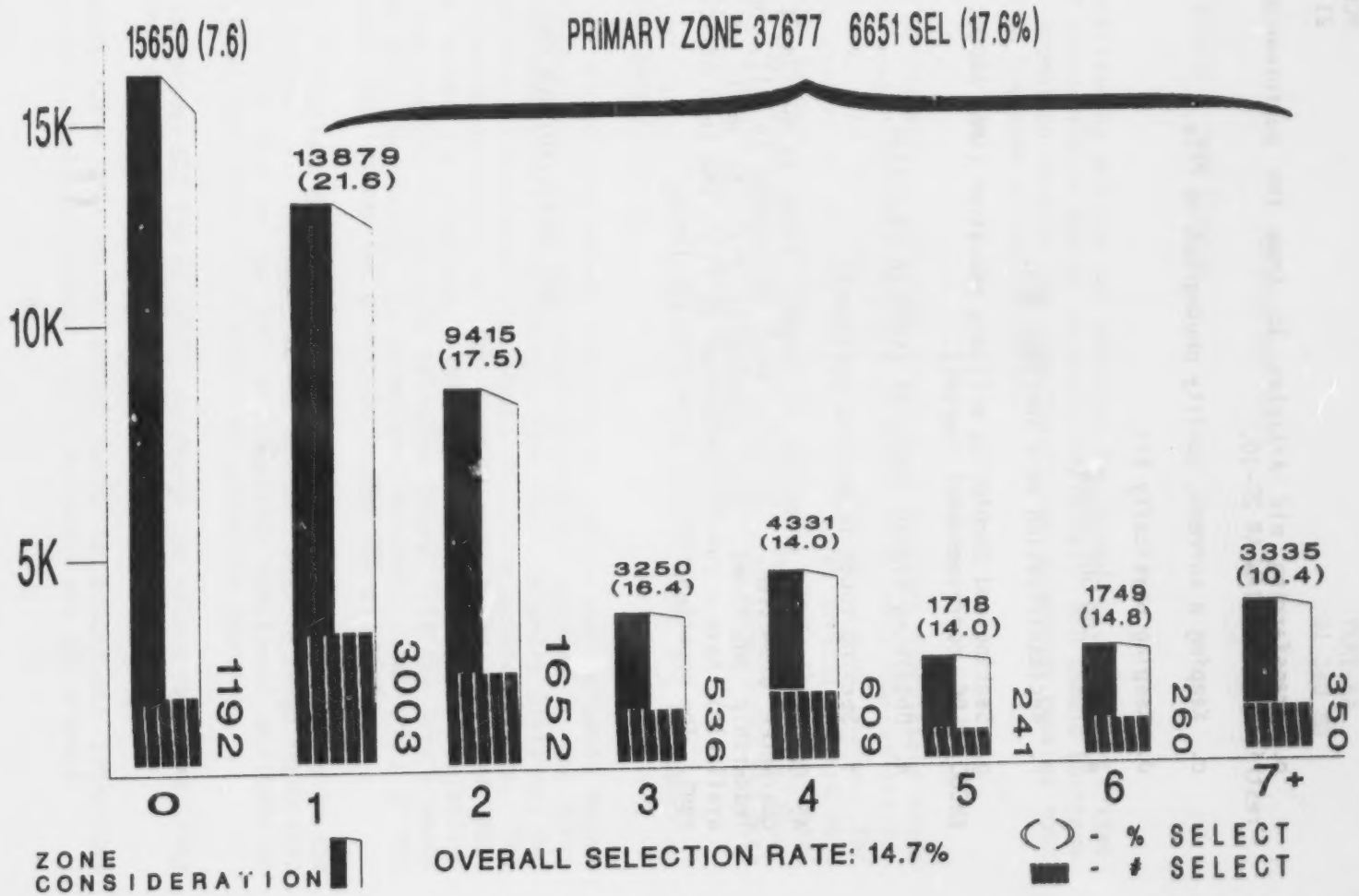
h. Obtaining higher levels of civilian education.

i. Seeking tough leadership positions.

4. Competition for promotion is tough. There is no single item that will guarantee promotion. Soldiers must be strong in all areas, seek tough leadership positions, stay physically fit, do well on their SQT (if available), have a current photograph on file, and keep official records current. The opportunities for promotion are there.

MAJ Tucker/AUTOVON 699-3740

PROMOTION OPPORTUNITIES
(CY87 SFC SELECTION BOARD)



PCRE-BA
21 Sep 88

INFORMATION PAPER

SUBJECT: Missing or Outdated Official Photographs

ISSUE. Photographs missing from the enlisted Official Military Personnel File (OMPF).

DISCUSSION.

1. AR 640-30 establishes the requirement for taking the official photograph. All enlisted soldiers are required to have an official photograph taken within 60 days of promotion to Staff Sergeant and every 3 years thereafter, or when the photograph does not represent the soldier's current status. The first commander, Lieutenant Colonel or higher, in the soldier's chain of command may also direct the soldier to submit a new photograph. Photograph availability data for the CY87 SFC/ANCOC Selection Board is at page 12. Career managers and centralized selection boards use the official photograph in the hardcopy.

2. Personnel Service Companies/Centers will forward two copies of official photographs for enlisted personnel to the Commander, EREC Fort Benjamin Harrison, IN 46249-5301. The Commander, EREC, maintains one copy for selection board use and forwards one copy to the soldier's career branch for inclusion in the Career Management Individual File.

3. The number of individual board records (IBR) reviewed by DA selection boards with missing or outdated photographs varied from a high of 7 percent to a low of 2 percent over the past year. While there continues to be an increase in the availability of photographs, PSC commanders must continue efforts to ensure that soldiers are aware of the importance of the official photograph in the selection process.

4. Following are actions that EREC takes to help reduce the number of IBR with missing photographs:

a. Prior to convening each DA Selection Board, EREC sends at least three by-name messages to the servicing PSC/MACOM listing those soldiers in the zone who do not have a photograph on file or whose photograph is more than 3 years old.

b. Quarterly, EREC sends each PSC/MACOM a by-name listing of soldiers who require an official photograph.

5. Some of the most common errors on official photographs noted by EREC are:

a. Poorly fitted uniforms.

b. Haircuts and mustaches not in accordance with Army standards.

c. Incorrect data on the menu board or no menu board at all. (Photo cannot be processed without an SSN.)

d. Mixing of uniform items (incorrect uniform).

e. Missing permanently awarded badges, tabs, awards, decorations, and name plates.

f. Poor quality photograph developing/processing.

g. Photograph not properly sized in accordance with AR 640-30.

6. Reducing the number of IBR reviewed by selection boards with missing photographs requires the support and cooperation of the entire military community. Commanders, PSC, leaders, and soldiers must take whatever steps are necessary to ensure a complete file is available so each selection board selects the best soldiers for promotion and advanced schooling.

SFC Strauser/AUTOVON 699-3691

PHOTOGRAPH AVAILABILITY VS. SELECTION
(CY87 SFC/ANCOC SELECTION BOARD)

	ZONE	SELECT	BY YEAR OF PHOTO 87	86	85	OUT DATED PHOTO	NO PHOTO
FORSCOM	19,126	2933	1591	768	286	223	65
TRADOC	11,373	1772	982	508	171	91	20
USAREUR	13,972	1812	896	557	200	128	31
OTHER	8856	1261	697	349	116	72	27
TOTAL	53,327	7778	4166	2182	773	514	143
% SELECTED							
W/PHOTO		98.2	53.6	28.1	9.9	6.6	
W/O PHOTO							1.8
OVERALL AVAILABILITY%		14.5	19.4	13.9	9.6	9.1	4.0

PCRE-RE
21 Sep 88

SECTION II. EER Processing

INFORMATION PAPER

SUBJECT: Noncommissioned Officer Evaluation Report (NCO-ER)

ISSUE. NCO-ER transition.

DISCUSSION.

1. The implementation of the NCO-ER on 1 March 1988 for CSM/SGM/1SG/MSG/SFC(P) was handled very smoothly by all PSC. There were 14,254 of an estimated 15,000 FINAL EER processed at EREC by 31 May 1988.

2. The second phase for PSG/SFC/SSG/SGT(P) in June 1988 also began smoothly. As of the end of July 1988, over 67,000 of an estimated 86,500 FINAL EER were received at EREC.

3. A noticeable decline in the number of regular EER (i.e., annual, change of rater) being submitted to EREC for processing is starting to be realized. By the end of the year, submission of regular EER should be eliminated except for the few required to clean up the system.

4. There were 122 NCO-ER received during the month of June 1988 and 525 received in July 1988 at EREC. The original submission of the NCO-ER did not fare too well. Over 40 percent of the NCO-ER had to be returned to the PSC because of incorrect data on the report.

5. Until rating officials and PSC became familiar with the NCO-ER, it is our opinion that the error rate will be higher than was the norm for the DA Form 2166-6. To assist rating officials and PSC in preparing NCO-ER, it is recommended that the NCO-ER Error Explanation Listing (Appendix D) be reviewed before submitting NCO-ER to EREC for processing.

Mr. Hibbs/AUTOVON 699-3696

PCRE-RE
21 Sep 88

INFORMATION PAPER

SUBJECT: Submission of the Noncommissioned Officer Evaluation Report (NCO-ER)

ISSUE. Errors in the preparation of the NCO-ER.

DISCUSSION.

1. Several MILPER messages have been dispatched clarifying areas of the NCO-ER where questions are most commonly asked from PSC and rating officials. Following is a listing of the MILPER messages and a short synopsis of each message.

NUMBER	DTG	SYNOPSIS
88-260	081500Z Jun 88	Clarified the procedure for rating officials to enter the notification of relief statement in Part IVf for Raters and Part Ve for Senior Raters.
88-248	221700Z Jun 88	Addressed the requirement for submission of the first NCO-ER, bullet examples, and handwritten x's.
88-218	051640Z May 88	Rescinded monthly statistical reports for the EER.
88-210	292115Z Apr 88	Emphasized the responsibility of the rater to enter correct APFT and height/weight data.
88-150	291300Z Feb 88	Eliminated the DA Form 200 as acknowledgement of receipt for evaluation reports.
88-122	051410Z Feb 88	Reemphasized the FINAL EER preparation procedures.
88-151	291330Z Feb 88	Reemphasized the policy not to separate page 1 from page 2 on the NCO-ER.

2. The subject matter contained in the NCO-ER MILPER messages is a reiteration of policy stated in DA Circular 623-88-1. PSC should obtain copies of the MILPER messages for clarification of procedures.

3. The initial receipt of NCO-ER indicates that PSC are not adhering to the administrative requirements for preparation of the NCO-ER contained in DA Circular 623-88-1. Many of the errors are substantive in nature and prohibit filing the NCO-ER on the Official Military Personnel File. Listed below are the most common errors made on NCO-ER forwarded to EREC for processing.

a. Counseling dates blank.

b. Report periods starting prior to NCO-ER "from" date listed in Table 1-2.

c. Report periods ending prior to first possible NCO-ER date listed in Table 1-2.

d. Bullet comments/examples that:

(1) Exceed two lines.

(2) Are not double spaced.

(3) Are not preceded by a small "o."

(4) Have typed, not handwritten, x's in boxes.

(5) Use rated NCO's name.

(6) Do not have mandatory comments by senior rater on promotion.

e. Providing nonrated code when rated months equal the report period.

f. Name, SSN, and "thru" date on page 2 not same as page 1.

g. Separating page 1 from page 2.

h. Submitting reproduced copy of DA Form 2166-7 with original typing and signatures instead of an original DA Form 2166-7.

4. Request PSC and rating officials scrutinize NCO-ER before forwarding them to EREC for compliance with the administrative preparation rules outlined in DA Circular 623-88-1.

Mr. Hibbs/AUTOVON 699-3696

PCRE-RE
21 Sep 88

INFORMATION PAPER

SUBJECT: EER Appeals

ISSUE. Most common errors in EER appeals.

DISCUSSION.

1. Receiving a favorable adjudication on an appeal requires strict adherence to AR 623-205, chapter 4. Numerous appeals are returned for additional documentation or returned with no judgment rendered due to lack of substantive documentation. The more common errors are:

a. DA Forms 2A and 2-1 not certified by the PSC/records custodian (paragraph 4-4f).

b. Supporting documentation not original or certified true copies of originals (paragraphs 4-4f and 4-10b).

c. No certified or sworn third party statements addressing the specifics of the appeal (paragraphs 4-4f, 4-7d, 4-10b(2), and Appendix G).

d. No certified true copy of the rating scheme or certified statement by the commander or PSC attesting to rating officials and periods of supervision for the period of the contested report (paragraph 4-7c(1).

e. No signature on the appeal letter.

f. Failure to provide original or certified extracts of appropriate records and reports pertinent to the soldier's allegations.

g. Failure to address processing priority (paragraph 4-4c).

h. Appeal not submitted in the correct format (figure 4-1, Appendix G).

2. The basic causes of most of these errors are lack of information and failure of the soldier to request PSC/legal assistance in preparing the appeal. Discussions with appellants indicate that most of them are not aware that PSC or legal assistance is available. A TAPA handout explaining how a soldier should prepare for submitting an appeal is included as Appendix C. The handout provides specific guidance to appellants on how to prepare a complete appeal product so as to provide appeals boards sufficient documentation to adjudicate their appeal.

3 All appeals should be submitted to EREC as far in advance of the desired decision date as possible. Numerous appeals are submitted immediately prior to, or during, selection/promotion boards and cannot be adjudicated in time to have the OMPF corrected and reviewed by the board. A soldier should expect 60 to 180 days for turnaround time from the date of receipt at EREC for a decision to be rendered and to receive notification of that decision.

4. It is recommended that PSC publicize this information via personnel staff NCO meetings, bulletins, and other appropriate publications.

SFC Pyfer/AUTOVON 699-3699

PCRE-RE
21 Sep 88

INFORMATION PAPER

SUBJECT: Request for Correction of EER

ISSUE. Insufficient documentation in support of requests for alteration or withdrawal of EER.

DISCUSSION.

1. EREC receives numerous requests from PSC to alter or remove EER which have been processed. Approximately 75% of these requests must be returned to PSC for the supporting documentation required by AR 623-205, paragraphs 4-2c, d, and g. Requests for changes to previously submitted EER must provide justification that the change is necessary and documentation showing that the affected soldier has been notified of the proposed change.

2. Appeals will not be accepted from rating officials who claim second thoughts. Also, appeals will not be accepted from rating officials or soldiers claiming administrative oversight or typographical error.

3. Requests are received from PSC requesting other than minor administrative changes to an accepted report. Minor administrative changes refer to Parts I, II, V, VI, and VII of the DA Form 2166-6 only. Any other changes require an appeal with appropriate documentation to be submitted by the soldier concerned.

4. All requests for administrative changes should be submitted to EREC as far in advance of the desired decision date as possible. A soldier should expect 60 to 90 days for turnaround time from the date of receipt at EREC for a decision to be rendered and to receive notification of that decision. Many requests are submitted immediately prior to, or during, selection/promotion boards and cannot be adjudicated in time to have the OMPF corrected and reviewed by the board.

5. Proper submission and documentation of requests for administrative changes to EER will expedite and improve service to the soldier.

SFC Pyfer/AUTOVON 699-3699

PCRE-RE
21 Sep 88

INFORMATION PAPER

SUBJECT: Filing Denied EER Appeal Correspondence

ISSUE. To provide information concerning policy, procedures, and criteria for requesting EREC to transfer EER appeals from the performance (P) fiche to the restricted (R) fiche.

DISCUSSION.

1. Prior to 1 May 1978, EER appeals that did not receive favorable consideration were filed on the P-fiche. The procedure for filing denied EER appeal correspondence was changed by Commander, MILPERCEN in a message dated 141700Z April 1978. The new procedure directed that all denied EER appeal correspondence finalized on or after 1 May 1978 be filed on the R-fiche. The new procedure was not to be retroactive; however, individual requests to have previously denied appeal correspondence transferred from the P-fiche to the R-fiche would be considered on an individual, case by case basis. It is emphasized that such transfers do not constitute grounds for standby promotion board consideration.

2. Through the continuous review of OMPF at EREC, it has been discovered that many records still contain denied EER appeal correspondence. In those cases where the correspondence is still filed on the P-fiche, individuals have been notified of their eligibility to request removal of the denied EER appeal correspondence. However, it is believed that many soldiers are not aware of this policy and, therefore, have made no attempt to request correction to their OMPF. Accordingly, it is requested that PSC give this policy widest possible dissemination. Individual soldiers' requests are to be submitted to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RE-A, Fort Benjamin Harrison, Indiana 46249-5301.

SFC Pyfer/AUTOVON 699-3699

PCRE-RD
21 Sep 88

SECTION III. U.S. Army Deserter Information Point

INFORMATION PAPER

SUBJECT: DFR Procedures (AR 630-10 and DA Pamphlet 600-8, Procedure 9-8)

ISSUE. Most common errors in dropping soldiers from the Unit Roll (DFR).

DISCUSSION.

1. DD Forms 553 (Deserter/Absentee Wanted by the Armed Forces), DA Forms 4187 (Personnel Action) showing both AWOL and DFR actions, and DD Forms 458 (Charge Sheet) are required to be forwarded to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RD, Fort Benjamin Harrison, Indiana 46249-5301 by the PSC within 2 days after a member is reported in a deserter status.

2. The DFR packet (AR 630-10, figure B-1) must be shipped IAW the following timeframes:

a. Continent of the United States (CONUS) - 60 days after DFR date (AR 630-10, paragraph 3-6b).

b. Overseas - 30 days after DFR date (AR 630-10, paragraph 3-6b).

c. Army National Guard/U.S. Army Reserve (ARNG/USAR) - immediately (AR 630-10, paragraph 5-3a(3)(c)).

3. Gaining commanders are required to process AWOL/DFR actions for individuals who fail to report to the gaining unit of assignment during PCS (AR 630-10, paragraph 2-4).

4. The most common errors on DFR procedures are provided on page 22.

5. A concerted effort is needed from all PSC to comply with DFR procedures. Failure to forward complete and accurate documents in a timely manner precludes effective accountability and apprehension efforts. DA Forms 4187 reporting AWOL/DFR will be returned for corrective action, or completion of

signatures in Section V, correct duty status in Section II, or if unaccompanied by DD Form 553. DD Forms 458 will be returned for signature and date received by the summary court-martial convening authority if this information is missing.

SGM Darby/AUTOVON 699-3700

MOST COMMON ERRORS ON DFR PROCEDURES

DD Forms 553 arrive at USADIP more than 10 days late.

DD Forms 553 are received without supporting DA Forms 4187 reporting AWOL and DFR status changes.

DA Forms 4187 are received without the DD Form 553.

DA Forms 4187 are received unsigned and/or incorrect.

DD Forms 533 are received with incorrect or incomplete data.

DFR packets (AR 630-10, figure B-1) are received late.

Required documents are missing from DFR packets (AR 630-10, figure B-1).

DD Forms 458 are incomplete/unsigned by the officer exercising summary court-martial jurisdiction.

Units fail to notify the Provost Marshal when individuals return from DFR status.

SIDPERS transactions are not submitted, or resubmitted if applicable, reporting status changes.

When a soldier is AWOL while in transit, units/replacement detachments fail to comply with AR 630-10, paragraph 2-4, when the individual fails to report to the gaining unit of assignment during PCS.

Gaining units fail to report new AWOL/DFR status when former deserters are given DD Form 460 (Provisional Pass) and fail to report.

Gaining units fail to request 201 files IAW AR 630-10, paragraph 4-9a.

Gaining units fail to forward copies of DA Form 4187 IAW AR 630-10, paragraph 4-9a.

PCRE-RD
21 Sep 88

INFORMATION PAPER

SUBJECT: Systems Reconciliation (AR 630-10 and DA Pamphlet 600-8)

ISSUE. Status mismatches between the EMF and the Deserter Verification Information System (DVIS).

DISCUSSION.

1. Two AUTODIN messages are transmitted from USADIP on a bimonthly basis advising appropriate PSC of individuals who are reported:

a. To this Center as deserters, but are not recorded as deserters on the EMF. (See page 24.)

b. As deserters on the EMF, but not reported to this Center as deserters. (See page 25.)

2. Upon receipt of the message, the following actions are requested:

a. Determine the correct status of each soldier listed.

b. Provide appropriate input via SIDPERS transactions if the EMF entry is incorrect.

c. Provide DFR documents/packets to USADIP if the soldier is a deserter, but has not been reported to USADIP.

d. Provide RMC documents (DA Forms 4187 and 3836) to USADIP if the soldier returned to military control, but is listed as a deserter by USADIP.

e. Provide information (DA Form 4187) if the soldier was erroneously dropped from the rolls.

f. Return the listing with annotations reflecting the correct military status of each soldier listed to USADIP, or provide a separate listing with this information by the suspense date imposed on the message.

SGM Darby/AUTOVON 699-3700

RCTUABDE RUCNAAE6647 0691201 MTMS-UUUU--RUFTFMB.
ZNR UUUUU
R 101201Z APR 85
FM CDREREC PCRE-RD FT BEN HARSN IN
TO PSC EU03 69TH PSC KARLSRUHE GERMANY
BT
UNCLAS

SUBJ USADIP DESERTER FILE VERIFICATION

A. AR 630-10

B. DA PAM 600-8

1. BELOW LISTED SOLDIERS HAVE BEEN REPORTED TO THIS CENTER AS DESERTERS AND WERE ASSIGNED TO UNITS SUPPORTED BY YOUR PSC ON DFR DATE. AS OF ----------
THESE INDIV WERE NOT RECORDED AS DESERTERS ON ENLISTED MASTER FILE (EMF).

2. REQUEST YOU COMPLETE THE FOLLOWING ACTIONS:

A. DETERMINE CORRECT STATUS OF EACH SOLDIER LISTED AND NOTIFY USADIP BY MESSAGE NLT ----------.

B. VERIFY SSN. IF INCORRECT PROVIDE CORRECT SSN.

C. IF SOLDIER IS A VALID DESERTER SUBMIT SIDPERS TRANSACTION TO CORRECT STATUS ON EMF OR RESUBMIT IF PREVIOUS TRANSACTION DID NOT TAKE.

D. IF SOLDIER IS NOT VALID DESERTER FORWARD DA FORM 4187 CHANGING STATUS OR DA FORM 3836 TO USADIP ASAP.

E. IF SOLDIER IS IN CIVIL CONFINEMENT OR HOSPITALIZED INFORM USADIP OF THE DATE AND PLACE OF CONFINEMENT.

3. ALL SOLDIERS LISTED MUST BE ACCOUNTED FOR. ENTRIES MARKED 3D REQUEST INDICATE NAME HAS APPEARED ON PREVIOUS MESSAGE, TRACER SENT, BUT NO REPLY RECEIVED TO DATE.

4. POC THIS CENTER J. RIGGINS (AUTOVON 699-3707), CDR, EREC, ATTN: PCRE-RD, FT HARRISON, IN 46249-5301.

DOE JOHN L 123 45 6789 H6KAA 0269 AG CO PERS SERVICE

BT NNNN
RCTUABDE RUCNAAE6647 0691201 0037-UUUU

RCTUABDE RUCNAAE0857 3350001 MTMS-UUUU--RUWJHRA.
ZNR UUUUU-
R 010001Z JUN 85
FM CDR EREC PCRE-RD FT BEN HARSN IN
TO PSC CC01 HQ FT HUACHUCA CCH-PCA-AM FT HUACHUCA AZ
BT
UNCLAS

SUBJ ENLISTED MASTER FILE (EMF) DESERTER VERIFICATION

A. AR 630-10

B. DA PAM 600-8

1. EMF INDICATES DESERTER STATUS FOR BELOW LISTED SOLDIERS AS OF ----------. THE U.S. ARMY DESERTER INFORMATION POINT (USADIP) DOES NOT HAVE A REPORT OF DESERTION ON FILE AS REQUIRED BY AR 630-10.

2. REQUEST YOU COMPLETE THE FOLLOWING ACTIONS:

A. DETERMINE CORRECT STATUS OF EACH SOLDIER LISTED AND NOTIFY USADIP BY MESSAGE NLT ----------.

B. IF SOLDIERS IS DESERTER FORWARD DA FORM 3835 AND DA FORMS 4187 IAW REF A AND REFERENCE OUR MESSAGE IN ITEM 31 REMARKS ON DA FORM 3835. ADDITIONALLY, DD FORM 458 AUTHENTICATED BY SUMMARY COURT OFFICER IS REQUIRED. DO NOT FORWARD DUPLICATE DOCUMENTS.

C. IF SOLDIER IS NOT DESERTER SUBMIT APPROPRIATE SIDPERS TRANSACTIONS TO EMF TO CHANGE STATUS. RESUBMIT IF APPROPRIATE.

D. IF HOSPITALIZED SUBMIT APPROPRIATE SIDPERS TRANSACTION TO EMF.

3. ALL SOLDIERS LISTED MUST BE ACCOUNTED FOR. ENTRIES IDENTIFIED AS 3D REQUEST INDICATE THAT ENTRY WAS INCLUDED ON A PREVIOUS MESSAGE, TRACER, BUT NO REPLY RECEIVED TO DATE.

4. POC THIS CENTER C. RICHARDSON (AUTOVON 699-3706), CDR, EREC, ATTN: PCRE-RD, FT HARRISON, IN 46249-5301.

DOE JOHN L 123 45 6789 DFRAA 0526 SC CO TROPO HVY
DOE JANE A 987 65 4321 OZQTO WOZQ HQ FT HUACHUCA HQ CO

BT NNNN
RCTUABDE RUCNAAE0857 3350001 0034-UUUU

PCRE-RD
21 Sep 88

INFORMATION PAPER

SUBJECT: Missing Children Program

ISSUE. The Army's Missing Children Program.

DISCUSSION.

1. The Army has a program to assist in the location of missing family members. The program includes:

a. FBI National Crime Information Center (NCIC) Missing Person File.

b. Consent-to-Print Program.

2. EREC is involved only in the Missing Person File portion of the program. As part of this program, CONUS Army members residing on Army installations may request local military police to enter into the NCIC a description of the family member, as well as other pertinent data.

3. Army members residing off post may furnish the same data to civilian law enforcement authorities requesting entry of their family member into the NCIC. If local authorities do not support their request, military police can make the NCIC entry the same as for on-post members.

4. Military members residing OCONUS may furnish the Provost Marshal a written request for assistance, along with facts and circumstances and the description of the missing family member. The Provost Marshal will forward the information to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-R, Fort Benjamin Harrison, Indiana 46249-5301, requesting that USADIP make the appropriate NCIC entry.

5. Although EREC is not involved in the Consent-to-Print Program, it is an excellent program designed to provide positive means of identifying missing children by recording their fingerprints. A summary of this program is provided for your information:

a. A letter explaining the program, along with a consent form, is sent to parents (usually from the local Provost Marshal).

b. The children of parents who consent are fingerprinted at school or other location by a joint civilian/military police team.

c. Fingerprint cards are given to the parents with the suggestion that they keep the fingerprints and a current photograph with a description of the child in a safe place.

d. Copies of the fingerprints are not retained by the police, school, or any other official agency.

SGM Darby/AUTOVON 699-3700

PCRE-ZA
21 Sep 88

SECTION IV. Official Military Personnel File

INFORMATION PAPER

SUBJECT: Optical Imagery Pilot Project

ISSUE. Feasibility of using optical disks in lieu of microfiche as the medium for maintaining OMPF.

FACTS.

1. On 16 July 1985, the Assistant Secretary of the Army for Financial Management gave TAPA approval to lease equipment to conduct a pilot project using optical digital image (ODI) technology as a means for maintaining Official Military Personnel Files (OMPF). The pilot project is being conducted at the Enlisted Records and Evaluation Center (EREC) at Fort Benjamin Harrison, Indiana.

2. The contract for the pilot was awarded to the BDM Corporation on 30 September 1986. The ODI system is vendor owned and Government operated. The equipment for the project arrived at EREC on 2 February 1987. The system underwent limited acceptance testing on 8 July 1987 and began operations on 3 August 1987.

3. The system electronically scans paper or microfiche personnel documents and converts them to digitized images which are stored on optical disk through the use of a read/write laser device. As electronic files, these document images are readily available to a variety of users within EREC, through the use of specially designed image workstations linked through a fiber optic local area network.

4. The broad goals of the pilot project are to:

a. Evaluate the technology for use by:

(1) Personnel Records Centers

(2) Selection boards

(3) Assignment managers

b. Compare the ODI system to the current micrographic system in terms of costs and benefits.

c. If successful, develop requirements for a total system for the maintenance and distribution of OMPF.

5. The pilot is placing two types of files on optical disk: the paper files of enlisted soldiers recently accessed into the Army and the microfiche files for Sergeants Major and promotable Master Sergeants and First Sergeants. Since ODI is not officially approved, paper accession files will be retained for conversion to microfiche if necessary, and senior NCO files will continue to be maintained on both microfiche and optical disk.

6. The current micrographics system has some inherent problems, which ODI technology can resolve. ODI can eliminate:

a. Discriminating image blackouts on the OMPF due to the inability to erase or resequence images.

b. Slow system retrieval times and inaccessibility of information when OMPF is out-of-file for updating or duplication.

c. Extensive human intervention throughout the production process.

d. Duplication of the entire OMPF for retrieval of selective documents or single images.

7. The ODI system provides authorized users within EREC the capability to retrieve and view document images. Images are displayed on a high resolution monitor and can be printed on paper or computer output microfiche. The system provides significant capabilities not available in the current micrographic environment. As an example, unlike the "all or nothing" microfiche, the ODI system provides users the option of viewing the entire OMPF, a section of the OMPF, an area within a section, a group within an area, or an individual document.

8. In addition, the ODI system contains a database with information about each soldier whose file is on optical disk. This feature allows users to generate automated management reports, combining information about the soldier as well as the contents of his/her OMPF, an option not available in the current micrographic environment.

9. Currently there are over 18,000 OMPF to include update documents written to optical disk, which represents close to 1/2 million images. Due to delays in the development of a specialized scanner to convert microfiche, senior NCO files have not been placed on the system. The contractor demonstrated and tested a fiche scanner late June and expects it to be operational at EREC by the end of FY88.

LTC Houlihan/AUTOVON 699-3624

PCRE-FS
21 Sep 88

INFORMATION PAPER

SUBJECT: File Material for Enlisted OMPF

ISSUE. Unauthorized OMPF file material.

DISCUSSION.

1. During the last 12 months, over 2.8 million documents were received by EREC for filing in OMPF and, of that total, 18% were discarded because they were duplicates, illegible, or not authorized for filing in the OMPF. The unnecessary handling and processing of these documents consumes valuable productive time, not only at EREC but also at PSC, and represents a waste of several thousand dollars in mailing and duplication costs.

2. The majority of documents received that could not be added to OMPF were in the following categories:

a. Missing, incorrect, and/or incomplete SSN (promotion orders, citations, awards, and letters of appreciation and commendation).

b. Unauthorized (PCS and duty assignment orders, lateral appointment orders, and orders awarding MOS).

c. Duplicates (reenlistment and award orders).

d. Incomplete.

(1) Letters of reprimand and disqualifications for award of the Good Conduct Medal that had not been completed as required by AR 600-37, paragraph 2-4b (referred to person concerned for comment and, if letter of reprimand, directed to be filed in the OMPF by general officer or officer with general court-martial jurisdiction).

(2) Articles 15 that did not contain OMPF filing location as required by AR 27-10, paragraph 3-37b(1).

(3) Articles 15 for soldiers in grades SPC/CPL and below with fewer than 3 years service.

(4) Letters of appreciation and commendation that did not contain authority to file in the OMPF as required by AR 640-10, table 4-1 (not addressed to soldier, or soldier not mentioned in body of letter, and/or statement not contained in body of letter that authorizes filing in the OMPF).

3. Total support of soldiers, PSC, commanders, and the entire Army personnel community is needed to eliminate the wasted manhours expended by handling unfileable documents. AR 640-10 contains a listing of authorized file material and instruction on required documentation. If the regulation is followed, the wasting of manhours will be eliminated and will free more time that can be devoted to servicing our soldiers' records.

Mrs. Stewart/AUTOVON 699-3726

PCRE-FA
21 Sep 88

INFORMATION PAPER

SUBJECT: Special Category Records

ISSUE. Maintenance and disposition of special category records.

DISCUSSION.

1. AR 640-10, chapter 2, and DA Pamphlet 600-8-11 state that MPRJ forwarded to EREC for enlisted soldiers who die while on active duty or who are placed in Temporary Disability Retired List (TDRL) status will contain health and dental records or a properly prepared DA Form 664 if medical records have been forwarded to a VA hospital.

2. Special category records are retained at EREC until final status determination/disposition instructions are received from HQDA. The average length of time the records are retained is 15 months for deceased soldiers, and 33 months for soldiers in TDRL status. During the period that the records are maintained, responses to frequent inquiries and actions must be made based on the content of the records. These actions include, but are not limited to:

a. VA inquiries in connection with claims for service connected compensation.

b. Eligibility determination for issue of military/dependent ID card.

c. Pay inquiries.

d. Name/SSN changes.

e. Congressional inquiries.

3. Complete records (MPRJ and health and dental records) must be available in order to accurately and timely respond to inquiries. The absence of any record causes inquiries to be sent to STP/PSC, causes delays in responses, and may delay final settlement of the affairs of deceased members. Shipping all required documents with the MPRJ during initial separation processing will reduce the workload at the PSC and expedite soldier actions.

Mrs. Stewart/AUTOVON 699-3723

PCRE-F
21 Sep 88

INFORMATION PAPER

SUBJECT: Name and/or SSN Changes

ISSUE. Distribution of DA Forms 4187 effecting name and/or SSN changes.

DISCUSSION.

DA Pamphlet 600-8, procedure 9-5, prescribes the method to use to accomplish an official change of name and/or SSN. Step 10 of this procedure prescribes the distribution of the DA Form 4187 effecting the change. In recent months, an increasing number of name and SSN changes occurred on the EMF without a copy of the approving personnel action being forwarded to EREC to update the OMPF. Nonreceipt of such changes causes discrepancies to exist between the principal data bases (JUMPS, EMF, and OMPF) that are used to maintain accurate strength accountability for the Active Army. Whenever these discrepancies exist, valuable manhours that could be devoted to OMPF maintenance are wasted attempting to resolve/correct data base inaccuracies. Since this document is the primary source document used to effect change of the OMPF, it is imperative that a copy of the approved personnel action be promptly forwarded to this Center, ATTN: PCRE-FS.

Mr. Weiss/AUTOVON 699-3718

PCRE-FF
21 Sep 88

INFORMATION PAPER

SUBJECT: Requests for Copies of Enlisted OMPF

ISSUE. How to obtain a personal copy of your OMPF.

DISCUSSION.

1. Microfiche has added a new dimension to services available to soldiers desiring to review their OMPF. The expenditure of funds for travel to Fort Benjamin Harrison solely for the purpose of reviewing an OMPF is no longer required. Soldiers desiring to obtain a copy of their OMPF for review at their home station may do so by submitting a written request to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RF-I, Fort Benjamin Harrison, Indiana 46249-5301. All requests must include complete name, SSN, grade, signature of the soldier to whom the record pertains, and a return address. OMPF are furnished at no cost, and are usually mailed to the soldier within 30 days after receipt of the request.

2. Soldiers wishing to review their OMPF may do so on an appointment basis. Appointments should be made in advance by calling AUTOVON 699-3361, or commercial (317) 542-3361. Soldiers not making appointments in advance may experience delays, or may not be able to review their OMPF due to normal OMPF updating, servicing, or processing in connection with DA selection boards. In those instances where a soldier comes to Fort Harrison for OMPF review without making an appointment and the OMPF is not readily available, the soldier may leave an address so the OMPF can be mailed to his/her home station.

3. Soldiers should update their OMPF by forwarding authorized file material through their servicing PSC to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-FS, Fort Benjamin Harrison, Indiana 46249-5301, or it may be brought with them when coming to review their OMPF. However, only those documents authorized for filing in the OMPF by AR 640-10, table 4-1, will be microfiched. Documents not authorized for filing will not be accepted or, if mailed, will be destroyed. PSC are asked to assist soldiers in updating their files to avoid unnecessary administration at all levels which serves to detract from those positive services EREC can provide to our soldiers.

4. This information should be disseminated to the lowest possible level so soldiers can be made aware of the services offered, and possibly save unnecessary travel expenses.

Mrs. Truss/AUTOVON 699-3734

PCRE-FT
21 Sep 88

INFORMATION PAPER

SUBJECT: Personnel Separations

ISSUE. Shipment of MPRJ (including Health and Dental Records) for separated enlisted soldiers.

DISCUSSION.

1. DA Pamphlet 600-8-11 establishes standardized procedures for processing and shipping records of soldiers separating from the Active Army.

2. DA Pamphlet 600-8-11 requires that:

a. All MPRJ being mailed to EREC be shipped 1st class and/or priority mail.

b. Records of separated soldiers be shipped to EREC within 5 working days after effective date of separation.

c. MPRJ be forwarded to EREC for all enlisted members being retired, discharged, or released from active duty and transferred to a control group.

d. A copy of DD Form 214 and the separation order be forwarded to EREC for each enlisted member who is discharged to accept a commission or warrant officer appointment.

e. Health and dental records be included in the MPRJ when shipped.

3. Improper shipment of MPRJ causes delays in records processing, hampers the ability of the Veterans Administration to react to inquiries of recently separated soldiers, and causes inaccurate strength accountability by both the Reserve and Active Army. Following are types of incomplete or inaccurate actions that occur as a result of improper MPRJ processing.

a. Shipment of MPRJ to ARPERCEN rather than EREC causes late processing of all personnel records, unnecessary inquiries on records to be made, and inaccurate strength accountability by both the active and reserve components.

b. Incomplete records (missing health and dental records) cause delays in record processing, inquiries on records to be made to STP and medical facilities, and inhibits the ability of the Veterans Administration to provide timely replies to inquiries and claims. Original health and dental records, not copies, are required. If health and dental records have been shipped to a

VA Regional Office in support of a claim, then a completed DA Form 664 (Servicemember's Statement Concerning Compensation From The Veterans Administration) and/or an SF 88 (Report of Medical Examination) must be provided in lieu of the medical/dental records. If health and dental records are not available, temporary records must be provided. As a minimum, the temporary records must contain the DA Form 664, SF 88 and/or an Option Statement.

c. Late shipment of MPRJ or shipping by wrong class of mail causes delays in strength accountability balancing, record processing, and processing of inquiries by the Veterans Administration.

4. Additional efforts are needed by all personnel responsible for processing separation records and documents to ensure they are correct, complete, and shipped in a timely manner to the correct recipient.

Mrs. Lutes/AUTOVON 699-3719

PCRE-FS
21 Sep 88

INFORMATION PAPER

SUBJECT: Letters of Reprimand and Articles 15

ISSUE. Receipt of unfileable Letters of Reprimand and Articles 15.

DISCUSSION.

1. EREC is experiencing the receipt of an increased number of unfileable Letters of Reprimand and Articles 15. The unnecessary handling, processing, and correspondence generated by these documents consume valuable productive time, not only in EREC but also in field organizations.

2. The majority of these documents are unfileable for the following reasons:

a. Letters of Reprimand.

(1) A letter of reprimand designated for filing in the OMPF cannot contain a statement specifying the length of time the correspondence will remain in the OMPF. Once placed in the OMPF, it becomes a permanent document unless removed through the appeal process (AR 600-37, chapter 7).

(2) The statement of the soldier concerned acknowledging receipt of the letter and the rebuttal opportunity or comments were not received with the letter (AR 600-37, paragraph 2-4b(1)).

(3) The letter was not signed, nor sent under the cover of the signature of a general officer or an officer exercising general courtmartial jurisdiction (AR 600-37, paragraph 2-4b(3)).

(4) Filing in the OMPF has not been directed under the signature of a general officer or an officer exercising general court-martial jurisdiction subsequent to the rebuttal by the soldier concerned (AR 600-37, paragraph 2-4b(3)).

(5) Provisions do not exist for filing Letters of Reprimand on restricted fiche. All Letters of Reprimand which direct filing in the OMPF are filed in the performance fiche and remain there unless removed by ABCMR or DASEB action (AR 640-10, table 4-1 and AR 600-37, chapter 7).

b. Articles 15.

(1) Only the original copy of a DA Form 2627 is accepted for file in the OMPF. Reproduced/carbon copies cause duplicate OMPF entries to be made (AR 27-10).

(2) One of the two blocks in item 5 of the initial Article 15, indicating filing instructions for the performance fiche or restricted fiche of the OMPF, must be initialed (AR 27-10).

(3) The filing determination made by the imposing commander (initialing one of the two blocks in Item 5) is final and cannot be changed by superior authority (AR 27-10).

(4) Supplementary action (DA Form 2627-2) will be filed in the same OMPF fiche location (performance or restricted) as the initial DA Form 2627. The imposing commander's filing determination will be annotated on the DA Form 2627-2 (AR 27-10).

(5) Articles 15 for soldiers in grades SPC/CPL and below are fileable in the OMPF only when the soldier has 3 or more years service (AR 27-10).

Mrs. Stewart/AUTOVON 699-3726

PCRE-RP
21 Sep 88

INFORMATION PAPER

SUBJECT: Transfer of Article 15 From Performance Fiche to Restricted Fiche

ISSUE. To provide information concerning policy, procedures, and criteria for requesting the DA Suitability Evaluation Board (DASEB) to transfer an Article 15 from the performance (P) fiche to the restricted (R) fiche of the OMPF.

DISCUSSION.

1. IAW AR 27-10, enlisted members in grades Staff Sergeant and above may request transfer of an Article 15 from P fiche of their OMPF to the R fiche.

2. Policy.

a. Substantive evidence must be submitted that the intended purpose of the Article 15 has been served, and that transfer of the record is in the best interest of the Army.

b. Members in grades Sergeant and below may apply to the Army Board for Correction of Military Records (ABCMR) UP AR 15-185, utilizing DD Form 149.

3. Procedures.

a. The request must be made in writing (handwritten or typed) in memorandum format and should include current unit mailing address and duty phone number. Staff Sergeants and above should include a true copy of their DA Forms 2A and 2-1 certified by the custodian of the MPRJ. NCO are not authorized to appear before DASEB with their request.

b. The request normally will not be considered until a minimum of one year has elapsed and at least one nonacademic evaluation report has been received since imposition of the punishment.

c. The request must be sent directly to President, DA Suitability Evaluation Board, HQDA (DAPE-MPC-E), Washington, D.C. 20315-0300.

d. No request should be made of the ABCMR by personnel in grades Staff Sergeant and above until this administrative petition has been made and the request denied.

e. If a member's petition is approved by DASEB, the Article 15 will be transferred to the R portion of the OMPF, and the copy in the MPRJ removed.

4. Criteria. The following are criteria considered by DASEB when judging petitions:

a. At least 1 year has elapsed since the Article 15 was administered.

b. Minimum of one official evaluation report recorded on the OMPF since the Article 15 was administered.

c. Age and grade of the member at the time the Article 15 was administered.

d. Severity and cirumstances of offenses/incidents/shortcomings.

e. Quality of performance/commendatory/disciplinary records before and after the Article 15 was administered.

f. Recommendations of imposing officials and/or current chain of command.

g. Effect on petitioner's career alleged attributable to the Article 15 being petitioned.

h. Quality of evidence and argument presented by the petitioner.

5. Cautions.

a. Favorable determination by DASEB is not a basis for reconsideration of a previous nonselection for promotion.

b. DASEB does not act on the removal of an Article 15 from a record based on error or injustice. Other remedies prescribed in AR 27-10 should be used or, if these have been exhausted, application may be made of ABCMR.

c. DASEB will consider subsequent requests only upon presentation of substantive evidence not previously considered.

Ron Flower/AUTOVON 699-3685

UNITED STATES ARMY
ENLISTED RECORDS & EVALUATION CENTER
TELEPHONE EXTENSION DIRECTORY SEP 1988

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Chief - Mr. Flower.....3685
Sr Mil Per Tech 3688
USA Deserter Information Point (PCRE-RD)
Chief - SGM Darby.....3700
Supv Mil Per Tech - Mrs. Richardson3701
Deserter Actions Team 3679
Rec/Docs Processing Team.....3708
NCIC Section (PCRE-RD-N)
Chief - SFC Derbique.....3355

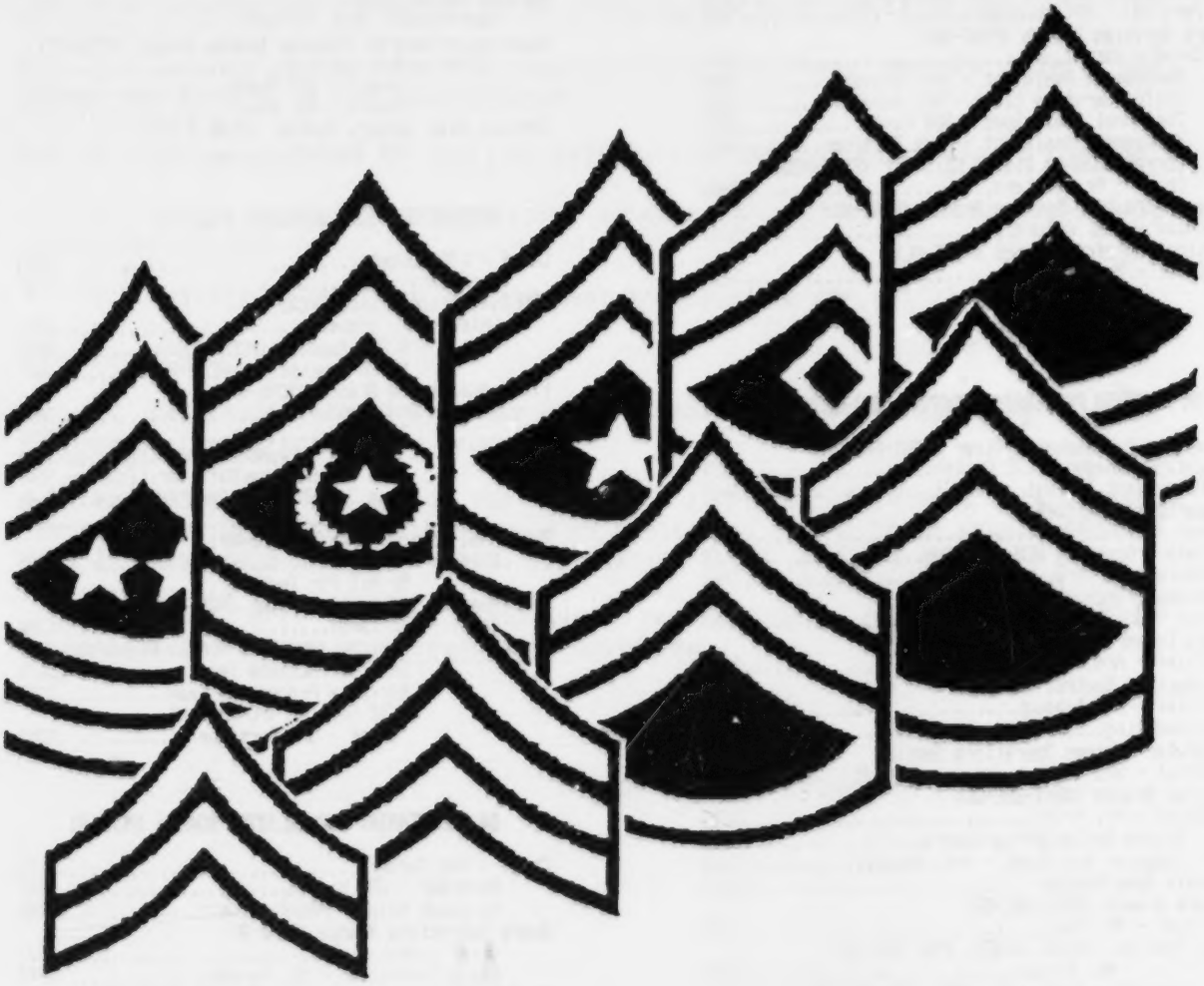
DA SECRETARIAT FOR ENLISTED BOARDS (PCRE-B)

Chief - MAJ Tucker.....3670
Recorder - CPT Mastin.....3742
Sergeant Major - MSG(P) Powell.....3746
Board Operations Branch (PCRE-B)
Chief - Mrs. Blythe.....3671
Board Technician - Ms. Peredo.....3740
DA Selection Board Interface Branch (PCRE-BA)
NCOIC - SFC Strauser.....3691
Board Technician - Mr. Harlow.....3694

TELEPHONIC OMPF INQUIRIES.....3644
NCIC (SHIFT PERSONNEL).....3711/3712

NCO-ER UPDATE

JUNE 1988



DEDICATED TO *EXCELLENCE*

NCO-ER UPDATE

1. Purpose. This update provides current information concerning the new NCO-ER system to rating officials. With any new system, it is critical to "get on board" early or you will be left behind. We hope that you will find some useful tips that will help you with the critical task of evaluating NCOs.

2. Status of the NCO-ER System. Implementation of the new NCO-ER is progressing well and on schedule. The transition for E-8s and E-9s is complete and the first reports have been received. The transition for E-6s and E-7s is underway with raters conducting initial performance counseling during June and July. The next critical date is 31 Aug 88 when we close out E-5s.

3. Reviewer Responsibility. Under the NCO-ER system, the reviewer has an expanded role when compared to the old EER system. NCOs asked for a an overall rating safeguard and the reviewer is responsible for doing just that. DA Cir 623-88-1, paragraph 3-10 (Reviewer responsibilities), states: "Special care must be taken to ensure the specific bullet examples support the appropriate excellence, success, or needs improvement ratings in part IVb-f. This is one of the most important responsibilities of the reviewer. Too many reports are being received with errors that should have been caught by the reviewer.

4. Do Not Tear the NCO-ER Forms Apart! At least not at the bottom of page 1. The NCO-ER is printed on continuous fanfold paper to facilitate use with TACCS and other ADP printers. The "hard" perforation at the bottom of page 1 helps fold the paper. EREC will return separated NCO-ERs. Staples, tape, and pins are not acceptable. Bottom line - do not tear pages 1 & 2 of the form apart.

5. No Typewriters Please. All rating officials must mark boxes by hand writing X's in pen only. This is a safeguard to ensure there are no "typing errors" in box placement.

6. NCO-ER Forms Availability. In CONUS, only installation publications stockrooms may requisition forms from Baltimore. Individual units obtain forms from their respective installation publications stockrooms. There is currently an adequate supply of all forms at Baltimore, although spot shortages may exist at some installation publications stockrooms. Make the system work.

7. What Are "Bullet Narratives"? Bullet narratives are short, concise statements that are to the point. They eliminate excess verbiage and make it easier to read and review the report. Each bullet must begin with a lower case "O" and follow these simple rules:

a. Ideal bullet is 1 line, but no more than 2

b. No more than 1 bullet to a line

c. Must double-space between bullets

d. Best bullets start with action verbs or possessive pronouns (his/her)

e. Avoid using NCO's name or the personal pronouns he/she

Bullet narratives that do not comply with these rules will be returned for correction. Bullet narrative rules apply to all narrative portions of the NCO-ER, i.e., Parts IVa-f and Ve. Compare the following two ratings. Note how much better the second one reads.

Bad - not double spaced
- more than 2 lines per bullet
- hard to read

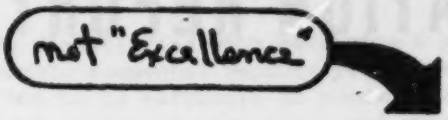
LEADERSHIP o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example Be Know Do EXCELLENCE (Exceeds std.) ☐ SUCCESS (Meets std) ☒ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o Sets the Example: BE (Is committed to the professional Army ethic and professional traits); KNOW (Understands the factors of leadership, himself, human nature, his job); DO (Provides direction, implements and motivates his subordinates) o Created the proper atmosphere which instilled confidence in soldiers and encouraged soldiers to share problems and solutions for cohesion

Good

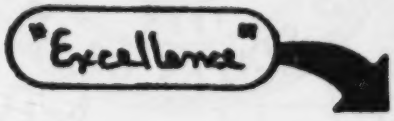
d LEADERSHIP o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example. Be. Know. Do EXCELLENCE (Exceeds std) ☐ SUCCESS (Meets std) ☒ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o Sets the example; BE, KNOW, DO o Provided excellent professional and personal counseling to section soldiers o Performed as Operation Sergeant for Battalion

8. What is Excellence? "Excellence" is defined as exceeds standards; demonstrated by specific example(s) and measurable results; special and unusual, achieved by only a few; clearly better than most others. A rating of "Excellence" must be justified with a bullet example of "Excellence". DA selection boards will be instructed to confirm all Excellence ratings by reviewing the bullet example(s). If the bullet example(s) do not justify a rating of Excellence, they are to consider the rating as Success. Compare the two ratings shown below. DA selection boards will have little

difficulty determining which one is really excellence. . . .



e TRAINING o Individual and team o Mission focused: performance oriented o Teaching soldiers how: common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	c Presented instruction on perimeter defense and field fortification techniques to all units c Developed a new training SOP



e. TRAINING o Individual and team o Mission focused: performance oriented o Teaching soldiers how: common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT (Some) ☐ (Much) ☐	o Established training program that resulted in entire squad being awarded EIB o His training classes on SQT Tasks helped four of his subordinates score 100% on SQT

9. Excellence Bullets of the Quarter:

- o Received AUSA Award for academic honors during M-1 Tank Course
- o Provided expertise that assisted Supply in winning Division Quarterly Supply Award
- o His unit Day Room selected as best in Battalion and DISCOM by CG/ADC
- o Three of his subordinates scored 100 percent on last SQT

10. For Further Information: Contact the Evaluation Systems Office, TAPA, AV 221-9659/9660 or CML (703) 325-9659/9660.

EVALUATION REPORT APPEALS

The purpose of this document, in conjunction with Chapter 4, AR 623-205 (Enlisted) and Chapter 9, AR 623-105 (Officer and Warrant Officer), is to provide information intended to assist the soldier in preparation of an evaluation report appeal. It should serve as a ready reference in deciding when and what to appeal, as well as the steps and procedures involved in gathering evidence to support an appeal.

Prepared by
Appeals and Corrections Branch
U.S. Army Military Personnel Center
Alexandria, Virginia
April 1986

What should I appeal?

If you receive an evaluation report which you firmly believe is an inaccurate or unjust evaluation of your performance and potential, or one that contains administrative errors, that report may be a candidate for an appeal. Likewise, a report that was not rendered in accordance with the Army Regulation in effect at the time of preparation may be considered for appeal.

If you are simply dissatisfied with receiving a good report (for example with nothing but favorable comments) because you believe it should be better, you should be aware that it is difficult to successfully challenge the judgement of your rating officials with clear and convincing evidence that you deserved better. Even if successful, the remedy applied would probably be to remove the portions proven inaccurate or unjust, rather than raising the scores or block placements.

In deciding what to appeal, you must consider early on whether you can gather useful evidence in support of an appeal. Your self-authored statement alone does not suffice as evidence of an inaccurate, unjust or administratively flawed evaluation report. Remember, the report as accepted by DA is presumed to be correct until you prove that it is not.

When should I appeal?

You should begin preparation of an appeal as soon as possible after receipt of an evaluation report with which you have good reason to strongly disagree. Some appellants find reluctance on the part of would-be supporters still serving under the same rating chain and this should be taken into consideration. Waiting too long, however, adds to the difficulty of locating those who might offer support, or in gathering records that might serve as evidence.

If you wait until you have been nonselected for promotion to begin preparation of an appeal, the chances are that you will be rushed in gathering evidence in hopes of having the appeal considered before the next promotion board. In most cases a hastily prepared appeal is not successful.

Evaluation Report Appeals

In the total Army, several hundred thousand evaluation reports are written upon officers, warrant officers, and noncommissioned officers each year. Historically, the vast majority of those who render evaluation reports discharge this important responsibility with due care and consideration in accurately recording the performance and potential of their subordinates. In preparing this large number of evaluation reports on an annual basis, there are normally some rating officials who have not written evaluation reports as accurately and objectively as intended in the governing regulations.

In deciding when to appeal, you should keep in mind that with the passage of time memories fade, supportive records may be destroyed or retired and some would-be supporters leave the service or transfer, making it all the more difficult to gather the necessary evidence to present a successful appeal.

Preparing to appeal.

Having decided what and when to appeal, you should begin laying the groundwork by a thorough review of the appropriate Army Regulation in effect at the time the challenged report was prepared. Using your copy of the challenged report, you should note any instances where provisions of the governing regulation were not followed. You may want to seek assistance from your local MILPO or Staff Judge Advocate in accomplishing this task. While minor inconsistencies or irregularities in the preparation of an evaluation report are not usually the sole basis for removal, they do add to the overall consideration of the merits of an appeal. Some serious irregularities, such as improper rating officials, may, in and of themselves, warrant full or partial relief.

You should then dissect the challenged report, making note of every entry, evaluation and narrative comment with which you have good reason to disagree. Are there errors in the administrative portion of the report in so far as your name, grade, SSN, MOS, inclusive rated period, nonrated periods, duty description and rating chain? If so, are there factual records that would back you up? As to the substantive portions of the report (which relate to numerical scores, block placements and narratives), are there inaccurate or unjust entries? If so, are there third party observers, records or reports that would back-up your contentions?

Make a list of those individuals who were in good position to have observed your performance during the period of the challenged report and who might provide you a statement of support. More specifically, identify and list those who served in good positions that would allow them to challenge or refute specific shortcomings or incidents for which you were faulted on the challenged report. Concentrate on identifying those who also would have been knowledgeable of the expectations and demands of your rating officials and your working relationship with them. (Examples: Bn CSM in support of Operations Sergeant, or Bn XO in support of Assistant S-3). Also, make a list of any records or reports that might serve to refute portions of the challenged evaluation. Published rating chains, for instance, are often used to contest correctness of the evaluation officials. Then too, extracts from inspection or investigative reports are sometimes useful to challenge faulting remarks.

The hard part.

Having made a list of those individuals who might support your appeal, the next step is locating those that have been reassigned, discharged or retired. Check first with your local MILPO to see if your installation has a copy of the US Army Locator for members on active duty. If so, make arrangements to review that file for current Army addresses. If not available, send your list (include full name and SSN) to the Active Army Locator, US Army Enlisted Records and Evaluation Center, Ft Benjamin

Harrison, IN 46249. For those known to have retired, send your list to HQ Department of the Army, ATTN: DACF-ISRV, 2641 Eisenhower Avenue, Alexandria, VA 22332-0400. Regarding those known to be discharged, you may send this list to the National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132. In each request, you must state that your request is for official use in support of an evaluation report appeal. If unsure of either the full name or SSN of the persons you are trying to locate, you may write to the Adjutant or S-1 of your old unit to see if there is a previous personnel roster on hand from which you could be furnished the desired information.

With respect to the list of records and reports that might be of assistance to you, write to the S-1 or Adjutant of your former unit and request copies of those applicable to you or your job. If an inspection report was prepared by a higher headquarters, write to that headquarters after obtaining the address at your local installation. In each request, state that it is for official use in conjunction with an evaluation report appeal.

While awaiting the addresses and documents requested, prepare the letters you intend to send in order to solicit support for your appeal. In those letters, you should identify yourself and why you are writing. Many appellants include a copy of the challenged report, or extracts thereof, with those portions identified that the person written is requested to address in his comments of support. In providing a letter of support, the person should be advised to identify his/her position during the period of the challenged report and the degree of observation of your performance and interaction with your rating chain during this same period. Most importantly, the person should be requested, if possible, to offer any first hand observation or knowledge that might refute any of those portions of the report being challenged. In this regard, third party statements that merely say you were a good soldier, without addressing or refuting the shortcomings for which you were faulted, provide little in the way of convincing support for your appeal.

Upon receipt of the requested addresses, finalize and dispatch your letters requesting support. Sending a self-addressed and stamped return envelope is usually a courtesy you should extend in order to facilitate a speedy response. Be sure to refer to or include a copy of the format for a letter of support shown in the regulation.

Preparation of your appeal

While awaiting responses to your request for support, you should begin preparation of your basic letter of appeal. Use this letter for the transmittal of your appeal. Identify in the first paragraph your name, rank, branch, SSN, period of report and the priority of your appeal, as determined in the appeal chapter of the appropriate regulation. Include an AUTOVON or commercial phone number and current mailing address. Home address may be used, if preferred.

Identify the specific portion(s) of the report which you contest and clearly state your disagreement. Be clear, brief and specific. Limit your explanation to basic facts. If detailed information is essential, add your own statement as an enclosure to the appeal.

Request the specific changes you believe are justified by the evidence you provide. Your request may be a combination of changes or total removal of the report. Remember that you must document your request with sufficient evidence to warrant corrective action.

Appropriate appeal cover letter formats can be found in the regulation and it is recommended that the cover letter be a typed, military letter on letterhead or white bond paper. In whatever form your appeal is presented, all enclosures should be tabbed and listed for easy reference, and they should be cited in the written appeal as evidence to support each contention you are making.

Submission

Upon receipt of supporting statements and documentary evidence, and before finalizing the appeal, you may wish to have the entire package reviewed by a disinterested third party in whom you have trust and confidence. This third party review will help remove emotionalism and poor logic from your appeal. The appeal should not be submitted until you are satisfied that you have presented a logical, well-constructed case, as fully documented as possible.

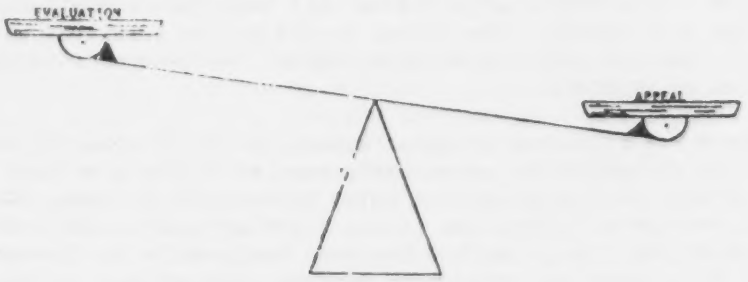
Submit the finalized original appeal, plus one complete copy directly to the address listed in the appropriate regulation for your rank and component (i.e., officer, enlisted; Active Duty, Reserve, or National Guard). Verify that all necessary information (i.e., signature, date, mailing address, telephone number, and priority) has been included before forwarding the appeal. All supporting statements must be original and all documents provided must be original or certified true copies.

Processing and Disposition of Appeals

The Appeals and Corrections Branch of the respective Active, Reserve, or National Guard component will review the case upon receipt and either notify you by letter that the appeal has been accepted or that the case is being returned for lack of usable evidence. Administrative appeals will be resolved by the appropriate Appeals and Corrections Branch for your component. Substantive appeals will be further forwarded for final review and decision by the DCSPER Enlisted Special Review Board (ESRB) or Officer Special Review Board (OSRB), as appropriate. Upon final determination of the case, the appropriate agency will notify you of the outcome.

The time necessary to process an appeal varies with the type and complexity of the appeal, the volume of appeals being processed, and the extent of deliberation required to make an appropriate decision. Some appeals can take as long as six months to adjudicate, and some may take much less time. Processing priorities are explained in the Army Regulation. "First Priority" processing is reserved only for appellants who face near term, mandatory release dates from active duty within six months.

In order to ensure full and just consideration of an evaluation report appeal, the primary members of the rating chain are normally contacted by the OSRB or ESRB for their comments. Sometimes this acts to the advantage of an appellant, sometimes not. Because the rating chain was entrusted with the responsibility for rating a subordinate, the information they provide cannot be disregarded. On the other hand, it does not automatically outweigh credible evidence provided by an appellant that refutes the evaluation. HQDA must carefully evaluate and weigh all evidence provided, or available, in order to arrive at a fair, impartial and just determination.



In all cases, whether the appeal is approved or denied, totally or in part, documentation is placed on the Official Military Personnel File (OMPF). The performance portion of the OMPF ("P" fiche) is amended to include either (1) a memorandum for record which documents the amendment or explains nonrated time, or (2) the HQDA letter which notifies the appellant that his or her appeal has been denied. When the appeal is denied, either totally or in part, the restricted portion of the OMPF ("R" fiche) is also amended (or created, if there was previously no "R" fiche for the appellant). In this case a complete copy of the appeal correspondence is placed on the "R" fiche.

If the appeal is denied, an appellant may seek new, additional evidence and submit a new appeal or may request relief from the next agency in the Army's redress system, the Army Board for Correction of Military Records (ABCMR). Operation of the ABCMR is governed by AR 15-185. If your case was decided by the OSRB or ESRB, a case summary of the board's consideration is available under the Freedom of Information Act/Privacy Act (FOIA/PA). A request IAW AR 340-17 and AR 340-21 for a copy of the case summary under the FOIA/PA should be sent to:

US Army MILPERCEN
ATTN: DAPC-ALS
200 Stovall Street
Alexandria, Virginia 22332-0400

Summary Checklist for the Appellant

Appellant's Letter. Typed, military letter on letterhead or white bond paper. Identify in the first paragraph name, rank, branch, SSN, period of report and priority of appeal. Include an AUTOVON or commercial phone number and correct mailing address. Home address may be used, if preferred. Use this letter to transmit the appeal. Concisely explain the nature of your disagreement and what corrective action is requested. If a detailed explanation of the circumstances of a report is required, add a statement as an enclosure to the appeal. List and identify all enclosures. Sign and date letter.

Evidence. Appeals based on technical (administrative) error must be proven by original or certified true copies of appropriate documents, e.g., rating schemes in effect during report period, duty appointment DFs and orders, leave and earnings statements, appropriate medical documents verifying height/weight, APRT results (DA Form 705), DA Form 2-1. Claims of inaccurate or unjust evaluations must be supported by originals of typed statements from knowledgeable observers during the report period. These statements should be signed, dated on letterhead or white bond paper and should be specific in content. Additional statements from rating officials are acceptable, but will not be the sole basis of the appeal. Documents such as ARTEP, AGI, Command Inspection results, etc., may also be useful in supporting a substantive appeal.

Copies. Original and one duplicate copy. Original packet must include originals of all statements and certified true copies of all other documents.

Dispatch. Before mailing, review to be sure all enclosures are included, all signatures and dates are on all documents and address and phone numbers are included. Use correct HQDA office symbol listed in the regulation and enclose in secure container mailing envelope or heavy wrapping, as required.

Follow Up. Notify HQDA promptly if address or priority changes. Otherwise, status checks are discouraged. Appellants will be notified promptly, in writing, of the decision once it is finalized. Upon final decision, if not totally approved, appellants have further recourse. Appellants may request a copy of the OSRB or ESRB Case Summary if appropriate, then submit a second appeal strengthened by additional evidence. As an alternative to reconsideration by the OSRB or ESRB, appellants may apply to the Army Board for Correction of Military Records (ABCMR) under the provisions of AR 15-185.

For additional information concerning appeals, please contact one of the following agencies which is responsible for your particular component:

ACTIVE DUTY OFFICERS:
Commander
U.S. Army Military Personnel Center
ATTN: DAPC-MSE-A
200 Stovall Street
Alexandria, Virginia 22332-0400
AUTOVON 221-8642/8643
Commercial 202-325-8642/8643

ACTIVE DUTY ENLISTED:
Commander
U.S. Army Enlisted Records and
Evaluation Center
ATTN: PCRE-RE-A
Fort Benjamin Harrison, IL 46249-5301
AUTOVON 699- 3699
Commercial 317-542-3699/3695

RESERVE COMPONENTS:
U.S. Army Reserve Personnel Center
ATTN: DARP-SRP-E
9700 Page Blvd
St. Louis, MO 63132-5200
AUTOVON 693-7867
Commercial 314-263-7867

NATIONAL GUARD:
Chief, National Guard Bureau
ATTN: NGB-ARP-CM
5600 Columbia Pike
Falls Church, Virginia 22041-5125
AUTOVON 289-1339/1340
Commercial 202-756-1339/1340

NCO-ER ERROR EXPLANATION LISTING

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
02	Circle on NCO-ER in Red	**MISSING DATA ELEMENTS** A. Rank of rated soldier B. Type of report C. Beginning date D. Ending date E. Description of duties/ Counseling dates F. Rank of rater/senior rater/reviewer G. Date rater/senior rater/reviewer signed the NCO-ER H. Rater/senior rater/rated NCO/reviewer signature I. PSC code and/or initials J. Reviewer blocks K. Name page 2 L. SSN page 2 M. Thru date page 2
10	Part I, Block G	Complete the Record report and individual not identified on zone roster (para 2-9)
11	Part II, Block A	Rater's rank not equal to ratee's or civilian not GS-6 or above (para 3-5)
13	Part II, Block A	Annual (Code 2), or Complete the Record (Code 4), and rater signed prior to 1st day of the month following ending month (para 2-7 and 2-9)

NCO-ER ERROR EXPLANATION LISTING - Continued

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
16	Part I, Block H	Complete the Record report and ending date incorrect for specified selection/promotion board (para 2-9)
17	Part I, Block C	Complete the Record report and rank less than SSG (para 2-9)
18	Part IV, Block F Part V, Block E	Relief for Cause report and notification statement missing on NCO-ER and/or enclosure (para 2-10)
20	Part III, Block A	Duty title missing (para 6-11)
21	Part III, Block B	Duty MOS missing (para 6-11)
27		a. Page 1 missing b. Page 2 missing c. Pages separated (para 3-11)
28	Part I, Block O	Invalid PSC code (para 6-9)
29	Part I, Block I	Rated months greater than period of report
32	Part I, Block G	Complete the Record report and period less than 6 months (para 2-9)
33	Part I, Block B	SSN does not match Enlisted Master File (EMF) (para 6-9)

NCO-ER ERROR EXPLANATION LISTING - Continued

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
34	Part I, Block H	Beginning date overlaps ending date of previous report (para 6-9)
35	Part I, Block G	Annual Report without rater submit Change of Rater (para 2-8)
36	Part I, Block G	Annual Report does not cover 12 months (para 2-7)
37	Part I, Block G	Period of report less than 3 months and type of report not Relief for Cause (para 2-1)
39	Part I, Block I	Duplicate report (para 2-2 and 6-9)
40	Part I, Block A	Name does not match Enlisted Master File (EMF) (para 6-9)
44	Part I, Block B	SSN does not pertain to Active Army personnel (para 6-9). Mail Army reserve reports to Reserve Components Personnel and Administration Center, ATTN: AGUS-PMT-GRI, St. Louis, MO 63132
47	Part I, Block H	Beginning date not month following ending month of previous report (para 6-9)
48	Part IV, Block A	Values box blank (para 6-12)
49	Part IV, Block A	Values comments missing (para 6-12)
	Part IV, Block B	Competence box blank (para 6-12)

NCO-ER ERROR EXPLANATION LISTING - Continued

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
51	Part IV, Block B	Competence comments missing (para 6-12)
52	Part IV, Block C	Physical Fitness and Military Bearing box blank
53	Part IV, Block C	Physical Fitness and Military Bearing comments missing (para 6-12)
56	Part IV, Block D	Leadership box blank
57	Part IV, Block D	Leadership comments missing (para 6-12)
58	Part IV, Block E	Training box blank (para 6-12)
59	Part IV, Block E	Training comments missing (para 6-12)
60	Part IV, Block F	Responsibility and Accountability box blank (para 6-12)
61	Part IV, Block F	Responsibility and Accountability comments missing (para 6-12)
62	Part IV	Multiple blocks marked in Part IV or V (para 6-12)

NCO-ER ERROR EXPLANATION LISTING - Continued

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
63	Part V, Block A	Rater overall potential box blank (para 6-15)
64	Part V, Block B	Rater duty assignments blank (para 6-15)
65	Part V, Block C	Senior rater overall performance box blank (para 6-15)
66	Part V, Block D	Senior rater overall potential box blank (para 6-15)
67	Part V, Block E	Senior rater overall performance and potential comments missing (para 6-15)
68	Part I, Block H	NCO-ER beginning date prior to 8803, 8806, and 8809 and type of report not Relief for Cause (Table 1-2)
70	Part I, Block H	NCO-ER end date prior to 8806, 8809, or 8812 and type of report not Relief for Cause (Table 1-2)
71	Part II, Block D	Reviewer not GS-9 or above (para 3-9)
72	Part II, Block D	Multiple Reviewer blocks marked (para 3-10)
73	Part IV	Box "x" not handwritten black ink (para 6-12b)

NCO-ER ERROR EXPLANATION LISTING - Continued

ERROR CODE	LOCATION ON NCO-ER	ERROR CODE EXPLANATION
74	Part IV	Bullets not double spaced (para 6-12b)
75	Part IV	Bullets not preceded by small "o" (para 6-12b)
76	Part IV	Bullets contain name of rated NCO or personal pronouns he/she (para 6-12b)
77	Part IV/V	Bullets contain more than 2 lines (para 6-12c)

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